



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 2-23-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 2 1972 76 MAR 7 1972	
2. Agency Application No. GDPH-19		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Environmental Health Service Food Sanitation Section		4. Person to Contact Mr. Garnett DeHart	
				5. Working Title Food Sanitation Section	
				6. Tel. No. 656-4883	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1967 - Present		9. EXACT SERIES TITLE Food Service Establishments Plans & Specifications File			
10. What function performed resulted in creation of this series State Regulation 270-5-6 requires that all food establishments submit plans and specifications for approval to the Georgia Department of Public Health, before construction or establishment is begun. Plans and specifications are reviewed to determine if establishment is in compliance with regulations. Establishment is notified of deficiency, if any. An addendum is submitted if any corrections or changes are made in original application. After compliance with state regulations, construction is begun. Local health departments inspect construction site and notifies State Health prior to opening of establishment. State Health then issues permit.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This file series consist of blueprints and plans of various sizes mostly 24" x 36."					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 cu. ft.	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
open shelves		0	10	15	
				By Annual Accumulation	
				AVERAGE DAILY REFERENCES	
				This Year's Last Year's Preceding Year's All Prior Years'	
				2 0 0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

Mr. Garnett DeHart

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☒ Hold in current files area month(s)/ 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 1 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Project usually has been completed after 2 years.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26 Inventory taken by <i>Bert Wright</i>	Recommendations prepared by <i>Garnett DeHart</i>	Approved for Division Date <i>W. S. Sprinkle</i>	Records Management Officer Date <i>Daphne Harris 1-31-72</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>John H. Venable, m.d.</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll West</i>	Date <i>3-2-72</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Bev. Fortney</i>	Date <i>3-2-72</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date <i>3-2-72</i>